

Housing Authority of the Town of Bethel

25 Reynolds Ridge
Bethel, Connecticut 06801

Special Meeting
May 18, 2016
4:00pm
Community Room #25

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TOWN OF BETHEL
TOWN CLERK

Roll Call: Gail Slifkin(chairman) Beth Cavagna (commissioner), Linda Ryan(treasurer, absent), Claudia Stephan(commissioner, absent) Diane Stevenson (tenant commissioner)
Mark Nolan (NP Rentals and Management)

Gail Slifkin welcomed Diane Stevenson, Tenant Commissioner to the board. She was sworn in May 11, 2016.

Citizen Input/ Tenant Association Report

Jay Ofiero thanked the board for the new benches. Christine Sleight had personal input and questioned the first CDBG I and its scope of work, she questioned the installation of ramps and reiterate the need for ramps, she has fallen 5 times trying to maneuver her walker over her entrance. She would like immediate attention for a ramp for her apartment. Christine Sleight then read the Reynolds Ridge Association meeting report. Included in the report

Approval of Minutes April 13, 2016

A change was noted May 18, 2016 agenda, Diane Stevenson's term listed as 2 years, actual term May 11, 2016 – January 2, 2017 the remainder of Lou Walsh's term.

Motion to Approve – Beth Cavagna, seconded –Gail Slifkin, all in favor.

Amend the minutes of April 13, 2016 to reflect a letter received from the Reynolds's Ridge Tenants Association to have Diane Stevenson finish out Lou Walsh's term

Motion to Approve – Gail Slifkin, Seconded – Beth Cavagna, all in favor.

Phineas Park Report

Mark Nolan noted that 2 tenants have been served for material non-compliance. Copy of the Phineas Park Financial Statement included in commissioner's packet. This will went to USDA. Report shows a loss due to current appeal process in relationship to real estate taxes.

Reynolds Ridge Report

CDBG I - Larry Wagner working on a use restriction agreement. Bid documents being revised to address DOH compliance. Mark Nolan stated a committee is needed to monitor the work being completed by the CDBG I. The board needs to appoint someone to review grant and plans to verify the scope of work from CDBG I since it was presented 18 months ago.

CDBG II – no news yet, still in review.

Quarterly reports from Beth Brooks Consulting for E133 & E166 included in commissioner's packet. Submitted to DOH.

Copy of letter submitted to DOH in response to Management Review included in commissioner's packet.

Lease for E166 almost ready for presentation to tenants. Working with attorney and it will marry E133 and E166. E 166 will not refer to HUD.

Policies and procedures for Tenants, Pets, and Community Rooms etc. will be presented for review for June board meeting.

Phones for community room #25 & #58 installed as per Tenant Association request. For local calls only.

DVD Player arrived to allow movies on a more regular basis. For use in Community Room #25 only.

New Printer installed. Rules reviewed, if you need to print excessive amounts we ask that you contribute to ink and paper.

Fujitsu Filter cleaning program moving forward and still in progress.

Reviewing Hot Water installation dates to anticipate issues. Mark referred to tenants that if you notice it is not heating effectively or you see rust please notify Management for inspection. Please do not block Hot Water Heaters.

New Webhosting company reviewed (webaholic) to obtain unlimited email storage vs. current storage of approximately 40 emails. This program is also less expensive by approximately \$200 a year.

Resolution to switch webhosting to Webaholic. Motion to approve – Beth Cavagna, seconded - Diane Stevenson, all in favor.

Vacancies Unit 30 and 71, waitlist still closed, will be updating interest of applicants June/July.

Department of Labor accepted payment to Sean ????

Bank Statements provided in commissioners packet.

Proposed Fire Alarm plan still under consideration, being reviewed.

DOH information to prevent Zika Virus presented.

Colored Tape to tag trees obtained will begin to tag trees and plants, which ones will stay and which ones will go.

Old Business

CDBG I & II – update provided in Reynolds Ridge Management Report

New Business

- Authorize Chairman to negotiate final payment to Roche O'Donnell Group: Authorization for Gail Slifkin and Linda Ryan to negotiate final payment and the present to board through email communication
Motion to approve- Beth Cavagna, seconded – Diane Stevenson, all in favor.
- Approve revised BHA Community Rules: See Reynolds's Ridge Management Report
- Approve RRRA Community Garden Plan: Tabled for this month.
- Approve Diane Stevenson to BHA board for 2 years: See Approval of Minutes.
- All contracts – Chairman MUST sign to be valid: Motion to Approve – Diane Stevenson, seconded - Beth Cavagna, all in favor.
- Review Phineas Park 2015 Financial Statement: See Phineas Park Management Report.
- Authorize \$37.21 for copier ink to Gail Slifkin: Approved by Beth Cavagna.
- Approve revised engagement letter for Brooks Accounting Services: Motion to Approve - Beth Cavagna, seconded -Diane Stevenson, all in favor.
- Review Status regarding deficiencies in DOH 2016 Management Review: See Reynolds Ridge Management Report
- Approve and set date for RRRA picnic, June 22, 2016, Rain Date of June 29, 2016. Housing Authority will obtain tents, chairs and tables. Tenants will gather raffle items, waiver of liability to be obtained

Motion to Adjourn 5:20 - Gail Slifkin, seconded - Beth Cavagna, all in favor